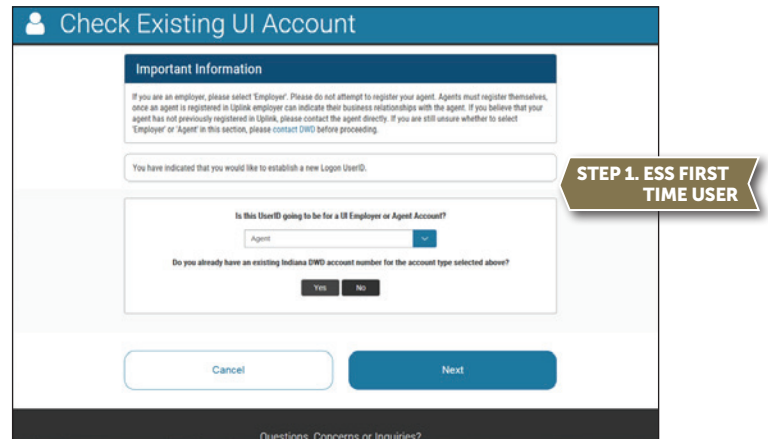
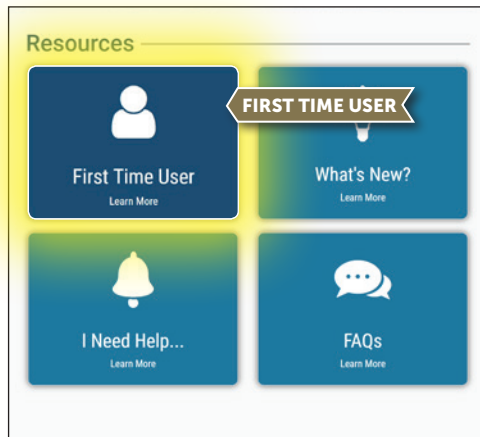


How do I register to access the Employer Self Service portal as an agent?

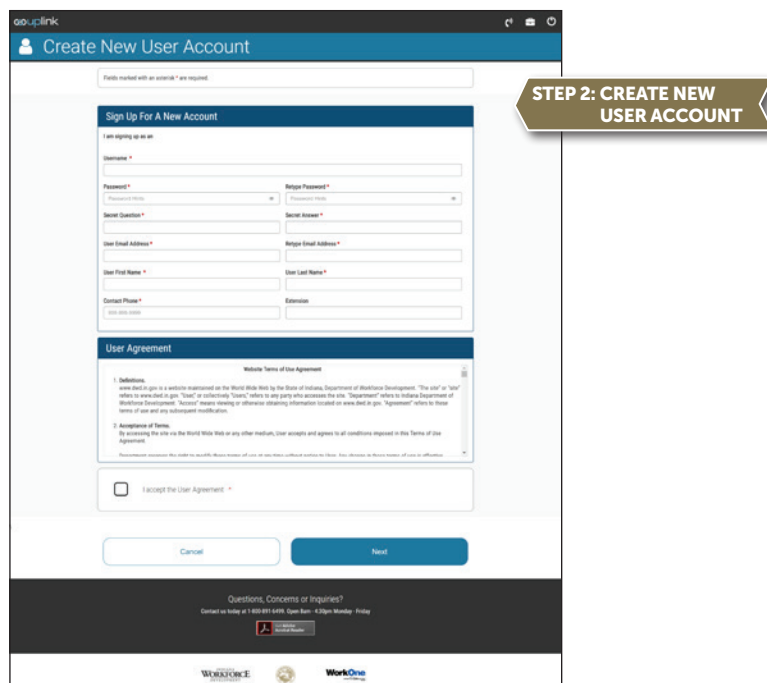
Please visit ESS and click “New User” to begin the registration process.

The registration process will require a valid email address to be provided.

Once created, your user account can be associated to one or more existing employer (SUTA) accounts.



The image shows the 'Check Existing UI Account' screen. It has a blue header with a user icon and the title 'Check Existing UI Account'. Below the header is a section titled 'Important Information' with a paragraph of text. Underneath is a text box with the message 'You have indicated that you would like to establish a new Login UserID.' To the right of this section is a yellow callout box with the text 'STEP 1. ESS FIRST TIME USER'. Below the text box is a question: 'Is this UserID going to be for a UI Employer or Agent Account?' with a dropdown menu currently set to 'Agent'. Below this is another question: 'Do you already have an existing Indiana DWD account number for the account type selected above?' with 'Yes' and 'No' buttons. At the bottom are 'Cancel' and 'Next' buttons. A footer link 'Questions, Concerns or Inquiries?' is also present.



The image shows the 'Create New User Account' screen. It has a blue header with a user icon and the title 'Create New User Account'. Below the header is a section titled 'Sign Up For A New Account' with a paragraph of text. Underneath are several input fields: 'Username', 'Password', 'Repeat Password', 'Secret Question', 'Secret Answer', 'User Email Address', 'Manager Email Address', 'User First Name', 'User Last Name', 'Contact Phone', and 'Extension'. Below these fields is a 'User Agreement' section with a checkbox labeled 'I accept the User Agreement'. To the right of this section is a yellow callout box with the text 'STEP 2: CREATE NEW USER ACCOUNT'. At the bottom are 'Cancel' and 'Next' buttons. A footer link 'Questions, Concerns or Inquiries?' is also present.